

**Cernach Housing Association  
Minute of Management Committee meeting held on Thursday  
October 2023 at 6.00pm in the  
Boardroom and on Zoom**



**Ag3.1**

**1. Present and apologies**

**In the office**

A Biddell (Chair)	M Mellon	T Bowie
R McGill	M Dabek	C Love

**Zoom**

J McFarlane	J Brannan	S Brannan
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**In attendance**

C Jardine	P Baylis	E McShane
L Crawford	L Cuthbertson	

**Minute taker**

L Crawford

- 1.1 Apologies were received from F John and S McDonald MBE.

**Noted**

**2. Declaration of interests**

- 2.1 There were no declarations of interest.

**Noted**

**3. Minutes of previous meetings**

- 3.1 The minutes of the Management Committee meeting held on 14 September 2023 were proposed by J Brannan and seconded by R McGill.

- 3.2 The confidential minute extract of 14 September 2023 was proposed by A Biddell and seconded by J Brannan.

**4. Matters arising from previous meetings**

- 4.1 There were no matters arising from the previous meeting.

**5. Governance report**

**5.1 Annual Assurance Statement**

- 5.1.1 E McShane presented the Annual Assurance Statement, providing an overview the six accompanying papers. For newer members, she also

provided additional information on the regulatory context of the Annual Assurance Statement.

- 5.1.2 E McShane highlighted that there were no areas of material non-compliance identified. She explored the process and evidence bank which is divided into (i) operational and (ii) finance and governance assessments. She also explained our use of the SFHA tool kit, which is used to inform our response.
- 5.1.3 Last year, Committee worked in small groups to look at assurance in detail. This year we had discussions with staff and issued a survey to tenants who had previously engaged with the Association and agreed to be contacted with one off surveys. E McShane summarised the feedback received, highlighting that everyone who responded believed that the Association meets its requirements in relation to tenant health and safety.
- 5.1.4 One new element to the Assurance Statement is the request to provide more detailed information regarding tenant health and safety and this has therefore been included in the main statement.
- 5.1.5 E McShane summarised the actions for the year going forward which the Management Committee were in agreement with.
- 5.1.6 C Jardine asked to delegate authority to E McShane to submit the statement on the Management Committee's behalf to the SHR.

**Collectively approved**

## **5.2 Remote meetings**

- 5.2.1 C Jardine presented the paper, highlighting the guidance from Linda Ewart. C Jardine explained that when the paper was written we did not expect there to be members online this evening, and this would give us an unexpected opportunity to get their feedback on how things are working for them at this meeting
- 5.2.2 Committee highlighted technology that they had used in their personal life that worked well. Committee discussed the positives to having a Zoom option and how it was working this evening.
- 5.2.3 Committee expressed that they would like to have some in-house guidance about meetings to ensure that members did attend in person regularly and not revert to only attending online. E McShane will put something together for Committee's consideration in due course. Initially, however, she and L Crawford will consider how hybrid meetings work in practice at Cernach,

including whether the current supporting technology is sufficient. They will provide a verbal report back to the December meeting.

**Collectively approved**

### 5.3 Governance standing items

5.3.1 C Jardine presented the report, which contains routine items on which we report every month, such as:

- **Entitlements, payments and benefits**

There are no entries in the entitlements, payments and benefits register to report this month.

- **Notifiable events**

There were no notifiable events.

- **Regulatory engagement**

There is no regulatory engagement, however on 26 October 2023, we hosted Gemma Rickman and Simon Stone from SHR. Overall it was a very positive discussion, and it was good to meet our new regulation Manager, Gemma.

- **Governance guidance (including SHR's *lessons learned* and SFHA/GWSF updates)**

There have been no updated governance guidance for consideration by the Management Committee

- **Movements in risks**

There have been no changes to the risk matrix that would require reporting to the Committee.

- **Action plans and trackers – slippage**

There are no items of slippage to report.

- **Committee conferences and seminars**

There are no additional conferences or seminars to highlight to Committee.

**Noted**

***Sarah Brannan left the meeting due to illness - 18:43***

## 6. Director's report

### 6.1 Business plan targets – mid-year performance

6.1.1 E McShane presented the performance at the mid-year point (September 2023). Overall, 11 of our indicators are fully met, two are partially met and two were not met.

6.1.2 The two areas that are not met have been discussed with the wider staff team and a plan is in place to manage these. In the case of factoring arrears, a paint work programme was billed in the previous financial year but continues to be paid back by owners, and the team is working to manage this. For former tenant arrears, the housing management team have a new approach to address this.

6.1.3 The Management Committee took the opportunity to thank staff for their work in achieving excellent performance, particularly in relation to housing management and maintenance.

**Noted**

## **6.2 Loan redemption**

6.2.1 C Jardine advised that we are awaiting the information of the stock condition survey, which will be available in November, therefore we recommended that we postpone the decision on loan redemption to the meeting on 7 December.

**Collectively approved**

## **7. Depute Director's report**

### **7.1 Boiler procurement 2023/24**

7.1.1 P Baylis recapped on the tender, stating that we received eight responses. The tenders were assessed on a quality/price basis by a three-person panel comprising of staff from Cernach Housing Association and Reid Associates.

7.1.2 The evaluation of the highest scoring tender will result in a figure in excess of the budget of £8,122.

7.1.2 Committee members approved the award of the boiler contract to City Building.

**Collectively approved**

### **7.2 Stock condition survey update**

7.2.1 David Adamson were instructed to carry out survey visits during September into early October 2023. These assessments focussed upon the external and internal condition of properties; the surveyors are continuing to progress well with survey visits to ensure a 25% sample has been achieved.

7.2.2 Following completion of the surveys, the raw data will be interrogated, and a report will be prepared for the Association to consider the lifecycle data and

current condition of our properties. This will inform the basis of our 30-year investment plan.

- 7.2.3 We anticipate that the final report will be received in November and a recommendation will be taken to December's Management Committee meeting for consideration.

**Noted**

**7.3 Drumcog common allocations policy - update**

- 7.3.1 The Association operates a DRUMCOG common allocations policy with Kingsridge Cleddans Housing Association and Pineview Housing Association. The policy was created by the landlords in May 2017. It was first reviewed in 2020 and we are now undertaking the next scheduled review.

- 7.3.2 The consultation is taking place over the month of October. The consultation methods include text messages, emails, letters and newsletters. So far we have 152 responses.

- 7.3.3 P Baylis also advised that we have over 1,000 people on our housing list which shows there continues to be a healthy demand.

- 7.3.4 One Committee asked about the volume of applicants in comparison to the other DRUMCOG landlords. L Cuthbertson advised that we are due to review the housing list in November so our numbers may come down. She also advised she would bring comparisons to the December meeting.

**Noted**

**7.4 Reinforced autoclaved aerated concrete (RAAC) – return to SHR**

- 7.4.1 P Baylis highlighted to Committee recent discourse around reinforced autoclaved aerated concrete, or RAAC, being present in a number of school buildings in England and the significant press interest given that parts of buildings containing RAAC could be at a greater risk of collapse.

- 7.4.2 The concerns raised initially in the education sector have understandably been broadened to cover a number of sectors, including rented housing, and this has led to a number of enquiries from interested parties (including a Freedom of Information request sent to most RSLs, including Cernach, from BBC Scotland).

- 7.4.3 It is thought that instances of RAAC are very uncommon in homes provided by the RSL sector in Scotland. In relation specifically to Cernach, we do not believe that any of our homes include RAAC and it is important for us to bear

this in mind. However, just to be sure, we plan to take steps over the coming months to examine this in more detail.

7.4.4 In order to build up a national picture, the SHR wrote to all RSLs on 13 October asking them to submit a brief return by 31 October. We are currently working on this and envisage no problems in submitting it by the deadline.

7.4.5 Committee discussed ongoing issue and shared their sector experience.

**Noted**

## **8. Policy review**

### **8.1 Tenancy sustainment policy**

8.1.2 L Cuthbertson presented the report, outlining how the new tenancy sustainment policy had been developed and consulted on. The policy had been taken to Operations sub-Committee and is recommended for approval.

**Collectively approved**

### **8.2 Image retention policy**

8.2.1 L Crawford advised that policy review was recommended by our external data protection officer. This policy aims to govern Cernach Housing Association's approach to installing and operating CCTV and other forms of surveillance systems and handling the information obtained.

**Collectively approved**

## **9. Sub-Committee minutes and recommendations**

### **9.1 Operations sub-Committee**

9.1.1 The minute of the meeting on 7 September 2023 was noted.

9.1.2 The Operations sub-Committee recommended that the Tenancy Sustainment policy be approved – please see item 8.1, above).

**Noted**

## **10. Membership and use of seal**

10.1 L Crawford presented the report and highlighted that there were no requests for membership.

**Noted**

## **11. AOCB**

11.1 E McShane advised that the office will be closed on 29 November 2023 for staff training.

**Noted**

11.2 L Cuthbertson advised that we had a successful recruitment and the new Housing Assistant will be joining us on 6 November.

**Noted**

11.3 C Jardine provided an update on feedback from the Annual Committee Appraisal about having a Committee team building event and a separate staff team building event. There has been an increase in demand for these types of events, which are higher than our budget of £4,000. We would like to put further budget aside for Committee in the coming year. C Jardine is looking for approval for increasing the staff budget and setting a budget for Committee.

**Collectively approved**

11.4 E McShane discussed options for a staff and Committee evening in January 2024 and it was determined that 19 January would be suitable.

11.5 E McShane suggested 23 February 2024 for the Association's Strategy Away Day and Management Committee agreed to this one-day event.

**Noted**

## **12. Date and time of next meeting**

12.1 The next ordinary Committee meeting is due to be held on **Thursday 7 December 2023** at 6.00pm and there will be a special meeting regarding the rent increase on **Thursday 9 November 2023**.

Chair: ..... Date: .....